

Submitted Questions with Answers

1. Question: I'm working on the Past Performance section for the USPTO Mail Center RFP. I am confused on the due date for the Past Performance evaluations. I was initially under the impression that ONLY the one page Past Performance Reference Worksheet would be due by the closing date of the RFP, and that the actual evaluation forms would be due from the reference customers at a later date. Would you please clarify. Thanks so much.

Answer: Both the Past Performance Reference Worksheet, Attachment "2" to the RFP, and the Past Performance Questionnaire, Attachment "3" to the RFP, are due by the closing date of the RFP. The Past Performance Reference Worksheet should be included in the Volume 1 Technical Proposal under Factor 2, Past Performance. Offerors should **ensure** that references who fill out the Past Performance Questionnaires return or fax the questionnaires to Chris Hannah by the closing date of the RFP. **See Amendment 0001 and the response to question 25.**